



Microsoft® Funded Certification exam vouchers available

The DANTES Certification Program is offering active duty and Reserve component personnel the opportunity to take a funded Microsoft® Certification test. The program began on 1 November 2004 and military members are encouraged to obtain an application and participate in this first-come, first-serve opportunity. Anyone participating in the program signs a waiver for their results to be forwarded to DANTES for statistical purposes.

Only 2,140 vouchers are available and each has a 2-year expiration date from the time of issuance. The issue date is the date DANTES purchases the test vouchers.

Prospective military members must complete the *Microsoft® Certification Test Application* located on the DANTES Web site at <http://www.dantes.doded.mil>. Find the *Application* under the “Certification Programs” section and carry out the instructions.

Please direct all questions to certprog@voled.doded.mil, or call DSN 922-1360 or (850) 452-1360.

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- 1 Download the *Microsoft® Certification Test Application* from <http://www.dantes.doded.mil>.
- 2 Complete the *Application* by answering all questions and providing the requested demographic information.
- 3 Select the Microsoft® test that you want to take and write the information on the *Application* – Section III.
- 4 Take the completed *Application* along with your military identification card to the base education center and request the Test Control Officer (TCO) or Alternate TCO (ATCO) to sign Section V. The *Application* will not be processed without an authorized TCO/ATCO signature.
- 5 Sign the *Application* – Bottom of Section V.
- 6 Fax to (919) 846-9005 or send the *Application* to JASZ Technology, Inc., 7721 Six Forks Road, Suite 136, Raleigh, NC 27615
- 7 Register to take your Microsoft® test at VUE or New Horizon when you receive your paperless voucher number. Use the authorized Web site (TBA) to register. Only register at one location. If you need to reschedule, return to the Web site (TBA), and change the date and time to take the exam.
- 8 Go to the test center on scheduled date and time to take the Microsoft® test.
- 9 Receive test results at the address that you provided under Section II of the *Application*. Keep in mind that DANTES will receive the same information as authorized by your signature under Section V of the *Application*. You will also receive a Microsoft® certificate via E-mail or regular mail.

HAPPY HOLIDAYS!

Distance Learning/Certification

DANTES Distance Learning Catalog *updates*

Catalog of Nationally Accredited Distance Learning Programs

Add the following to the schools affiliated with DANTES:

At Home Professions

2001 Lowe Street
Fort Collins, CO 80525
(907) 282-6322

Toll Free: 800-528-7907

Fax: (907) 223-1678

E-mail:

continuing.education@ahima.org

Internet:

[http://www.at-](http://www.at-homeprofessions.com)

[homeprofessions.com](http://www.at-homeprofessions.com)

Accreditation: DETC

Professional Medical Transcription

Professional Medical/Biller/

Transcriptionist

DANTES External Degree Catalog update

Add the following to the schools affiliated with DANTES:

Online Extension School of Berklee College of Music

1140 Boylston Street
MS: 855

Boston, MA 02215

(617) 747-2146

Toll Free: 1-866-BERKLEE

(1-866-237-5533)

Fax: (617) 747-2149

E-mail:

registrar@berkleemusic.com

Internet:

[http://](http://www.berkleemusic.com)

www.berkleemusic.com

Certificate Programs:

Specialist Certificates

Lyric Writing

Songwriting

Arranging

Theory and Harmony

Ear Training

Electronic Music Production

Studio Production

Music Business

Professional Certificates

Songwriting

Arranging

Harmony and Ear Training

Studio Production

Electronic Music Production and

Sound Design

Master Certificates

Arranging

Theory, Harmony, and Ear

Training

Producing

Songwriting

FCC funded exams available

The National Association of Radio and Telecommunications Engineers (NARTE) has Federal Communications Commission (FCC) examinations available at no cost to military members in related occupational specialties.

Find additional information including the FCC *Application* under the "Certification Programs" section of the DANTES Web site at <http://www.dantes.doded.mil>.

The FCC examinations are administered at authorized base education centers.

Please send inquiries to certprog@voled.doded.mil.



Visit us on the Web at:
<http://www.dantes.doded.mil>

Calendar

December

3	Excelsior Extended Response (Essay)
4	LSAT
13-18	GRE Subject*

January 2005

8-12	Praxis*
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February

4	Excelsior Extended Response (Essay)
12	LSAT

March

5-9	Praxis*
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April

1	Excelsior Extended Response (Essay)
4-9	GRE Subject*
16-20	Praxis

Notes:

Overseas test centers send orders 6 weeks before the test date. Conus test centers send orders 4 weeks before the test date. Contractors ship tests to arrive just before the planned test date.

*Select only one test date from the published period for DANTES testing and specify that date on the order form.

http://www.dantes.doded.mil/dantes_web/library/docs/examinations/04-05cal.doc

CLEP eCBT progress report

Seven additional Air Force installations have commenced computer-based CLEP eCBT testing through an on-base national test center. This brings the total to nine installations, eight Air Force and one Marine Corps, since the inception of this option in February 2004. The following is a list of the installations and colleges that have partnered to offer this testing option:

- Eglin AFB & Okaloosa Walton College
- Patrick AFB & Columbia College
- Holloman AFB & University of Phoenix
- Davis-Monthan AFB & Pima Community College
- F.E. Warren AFB & Laramie County Community College
- Beale AFB & Yuba Community College
- Peterson AFB & Pikes Peak Community College
- Sheppard AFB & Vernon College
- Quantico MCB & Northern Virginia Community College

Based on DANTES-funded testing volumes for the CLEP eCBT computer-based tests since February 2004, the overall pass rate for the CLEP General exams is 43 percent and the CLEP Subject exams is 69 percent. Pass rates for the CLEP Generals and nine of the highest volume CLEP Subjects are provided in the next column:

CLEP Generals

Exam Title	Percent
English Composition	32
College Mathematics	31
Humanities	52
Natural Sciences	65
Social Science & History	41
English Composition with Essay	50

CLEP Subjects

Exam Title	Percent
Principles of Management ...	74
Freshman College Composition	69
College Level Spanish	90
Principles of Macroeconomics	62
Principles of Microeconomics	74
Principles of Marketing	80
Information Systems	68
U.S. History I	63
U.S. History II	53

GED testing update

If your Test Center stocks GED Batteries, starting in December you will receive Forms IB and IC for use beginning 1 January 2005. The forms you currently stock, IG and IH, cannot be used after 31 December 2004 and must be returned to GED Testing Service. Forms IB and IC were first used in 2002, so if you retest an individual who tested on either of these forms, ensure that person retakes on a different form of the test. Examinees are never allowed to retest on the same form of the GED Battery.

Testing/Training

Thomson Prometric acquires Chauncey Group International

As of 1 October 2004, CAPSTAR and its divisions, **The Chauncey Group International**, Experior Assessments and iLearning were acquired by Thomson Prometric. Thomson Prometric is a global leader in technology-enabled testing and assessment services for academic, professional, government, corporate and information technology markets. Thomson Prometric delivers standardized tests for 300 clients, in 26 languages, over the Web or through a global network of testing centers in 134 countries.

By the end of 2004, DANTES Test Centers will start receiving test packages with the Thomson Prometric name on the packages. These packages will contain the usual DSSTs, CLEP eCBT paper-based tests, and Praxis tests. TCOs need to alert their staff to this name change and ensure that these test materials are receipted for promptly. Chauncey Group International's mailing address will remain the same for a period of time and mail addressed to Thomson Prometric at this address will be delivered.

The transition from the Chauncey name to Thomson Prometric will occur gradually over the next 6 months. Any other changes in the mailing address will be incorporated in the FY06 *DANTES Examination Program Handbook*.

DANTES announces 2005 training schedule

DANTES has five Test Control Officer (TCO) Workshops, two Services Workshops, and two Regional Workshops scheduled for 2005.

TCO workshops are designed for prospective active-duty Test Control Officers or Alternate Test Control Officers (ATCO) without previous TCO/ATCO experience and also for prospective Guard/Reserve TCOs or ATCOs recommended by their Service Headquarters to attend. To register, contact DANTES, Code 20C,

universities and organizations like the Servicemembers Opportunity Colleges (SOC) and the American Council on Education (ACE). Not everyone can travel to Florida where we are located. The locations we choose depend on where the greatest needs are and whether we have resources to support them. The 2005 Regional Workshop locations will be held in Atlanta in April and Albuquerque in September.

The DANTES Web site is located at

WORKSHOP	DATES	LOCATION
TCO	15-17 February	Pensacola
Services	22-24 March	Pensacola
Regional	5-6 April	Atlanta
TCO	10-12 May	Pensacola
TCO	16-18 August	Pensacola
Services	30 August - 1 September	Pensacola
Regional	13-15 September	Albuquerque
TCO	18-20 October	Pensacola
TCO	6-8 December	Pensacola

at 850-452-1063 or DSN 922-1063, or via E-mail to exams@voled.doded.mil.

During the Services Workshops, DANTES program managers provide in-depth training on DANTES programs and services. New counselors often describe these workshops as being "especially beneficial" and just what they need to gain an understanding of how the many pieces fit together in the world of voluntary education.

"Regional Workshops are similar to the DANTES Services Workshops. We still cover the various voluntary education programs and services, but we take the training on the road," said Training Manager, Mr. Ace DuBose. It is also an opportunity to include our partners in higher education at colleges and

<http://www.dantes.doded.mil>. At the DANTES Home Page, there are a series of blue buttons across the top of the page. Select the button titled "Training/Conferences" and a drop-down menu will appear. Select TCO Workshops, Services Workshops or Regional Workshops to find the latest information regarding the workshop of your choice.

Registration for either a Services or a Regional Workshop can be accomplished by using the registration form on the Web once it is posted or by contacting DANTES, Code 10C, at (850) 452-1763 or DSN 922-1884 or via E-mail at training@voled.doded.mil.

Counseling Resources

DANTES federal student aid support



Have you ordered your DANTES materials for the upcoming Federal student financial aid cycle? Probably, you are aware that it is that time again. During October, November, and December, many students will pick up their *Free Application for Federal Student Aid (FAFSA)* even though completion and filing is after 1 January.

DANTES has three items to support you and your clients:

- 1 ***Don't Miss Out – The Ambitious Student's Guide To Financial Aid***, Anna & Robert Leider: DANTES stock number 2421. The annual order limit is 50. In this book, Chapter 6, The Mechanics of Application, discusses the application process.

The online application has been enhanced (<http://www.fafsa.ed.gov>) and 75 percent of the eleven million applications are filed electronically. Paper FAFSAs take 4 weeks to process while electronic FAFSAs take only 1 week.

- 2 ***FAFSA***: DANTES stock 2404 (annual order limit 200).

- 3 ***Funding Your Education***: DANTES stock number 2405 (annual order limit 500).

All three of these items may be ordered by sending a completed DANTES Material Request Form to the DANTES Distribution Center.

Survey shows Strong Interest and Confidence Survey most popular

DANTES recently conducted a survey on its Military Counselor Network (MCNet). The survey asked education centers which of DANTES Guidance Materials and Interest Inventories were used the most and which version (paper or online). We received 80 responses to the survey. We discovered that the most popular survey was the Strong Interest and Confidence Survey. Twenty-four education centers responded that they are using the Strong paper version and three sites are using the Strong online version.

Of all the guidance instruments that DANTES offers (see your DANTES Catalog of Materials for full range), the Career Assessment Inventory was used the least. Perhaps that is because that assessment is geared toward those who are or will



be attending a community college or vocational-technical school to earn their diploma or degree.

As you can see from the *DANTES Catalog of Materials*, we offer six different guidance instruments, all of which, except the Holland Self-Directed Search, can be taken online now. We encourage education centers to use the online versions of these assessments as the feedback is immediate.

If you have questions regarding guidance materials or interest inventories, please E-mail counseling@voled.doded.mil. DANTES' Manager of Counselor Support Programs will be glad to assist you.

From the Advisor's Desk

VoEd visibility on the radar

by MGySgt James O'Keefe, DANTES Special Enlisted Advisor



MGySgt O'Keefe

In the simplified words of one salty Sergeant Major, "if you throw enough mud at the wall- and often, some of it's bound to stick!"

Asking relevant questions can help gain useful answers. When the topic is 'best ways to keep our Service members informed of VoEd opportunities'- three basic questions come to mind:

■ **How** do they hear about VoEd opportunities?

- ✓ Media, Publications, Internet
- ✓ Education Center briefings, partnering
- ✓ Command briefs for new arrivals
- ✓ Unit level training
- ✓ Enlisted leadership
- ✓ Career counseling

✓ Peers

✓ Local success story features

✓ Transition Assistance Program (TAP) / Army Career and Alumni Program (ACAP) Workshops

✓ Different approaches to Officer / Enlisted

—**Accessibility** Matters

■ **When** do they hear about VoEd opportunities?

✓ Upon arrival at the new command

✓ Unit training evolution

✓ 12-6 months before discharge (career counseling)

✓ TAP / ACAP Workshops

✓ Retiring or Separating / DD 2648 (Pre-separation Checklist)

—**Timing** Matters

■ **How Often** do they hear about VoEd opportunities?

✓ Monthly educational themes

✓ Seasonal thematic information (registration, graduation, etc.)

✓ Regular Interface with command leadership

✓ Recurring training exposure

—**Repetition** Matters

Never underestimate the effectiveness of continued marketing to keep VoEd 'on the radar' for our women and men in uniform.

Thank you for all you do for our Service members- **Happy Holidays!**

Do you have a success story?
E-mail ea@voled.doded.mil.



Review and update of MIVER “Principles of Good Practice” documents

In January 1998, the Military Installation Voluntary Education Review (MIVER) Office published two documents outlining the MIVER *Principles of Good Practice* and the requirements for self-study preparation. One was directed toward the installation and the other toward the participating institutions. These documents have served MIVER and the military’s Voluntary Education Program quite well; but, we realized that they needed to be updated. With the MIVER Governing Board approval, MIVER assembled a task force in late fall of 2002 to review and update the institution principles.

The task force consisted of experienced MIVER consultants who had extensive experience in the MIVER process and who also had a variety of expertise, such as assessment and distance learning. Institutional representation was also included in the makeup of the task force.

The task force was charged with reviewing the “old” principles and updating them to reflect current trends in the Voluntary Education Program, with specific emphasis on inclusion of distance learning principles. It was also charged with eliminating any unnecessary items and any duplication of questions or requirements.

The task force reduced the ten original principles (Mission Statement, Education Program, Personnel, Program Administration, Student Services, Instructional Resources, Physical Resources, Financial

Resources, Student Assessment and Program Evaluation) to five (Mission, Education Program, Program Administration, Resources and Program Evaluation). The original 116 questions and self-study requirements were reduced to 80. In the process duplicative items were eliminated, items were combined, and distance learning was given more emphasis. Not surprising was the task force’s

At the urging of the Service representatives (ESOs), the group outlined what an education plan should contain and thus provided a template for use by the education centers.

finding that the *Principles of Good Practice* applied equally well to “traditional” programs as they did to distance learning programs.

The resulting document was implemented in a pilot mode during 2003 and was approved at the September 2003 MIVER Governing Board meeting for implementation. Although these new principles have been approved and implemented, the MIVER Office looks at them as a working document and will be making adjustments and changes to them as more feedback is received in their use.

The MIVER Office then turned to the installation principles. In mid-July of 2004, a new task force was convened to update the installation principles. This was a larger group, in addition to MIVER consultants and institution representation, it also included a representative or two from each of the Military Services. Their charge was the same as their predecessors.

The resulting document reduced the number of principles from 12 (Mission Statement, Command Support, Personnel, Needs Assessment, Education Program Planning, Education Program Acquisition, Program Administration, Student Services, Instructional Services, Physical Services, Financial Services, and Student Assessment and Program Evaluation) to five (Mission Statement and Command Support, Program Management and Leadership, Student Services, Resources, and The Voluntary Education Program Plan). It also

reduced the number of questions and requirements from 114 to 97.

The major change in the document is the emphasis on the Voluntary Education Program Plan. At the urging of the Service representatives (ESOs), the group outlined what an education plan should contain and thus provided a template for use by the education centers. In fact, many of the questions and requirements identified for the self-study can be ignored as long as the education center’s education plan addresses these issues. Submission of the plan will then suffice as opposed to answering these questions in the self-study.

Following input/comments from the Services later this year, it will then be consolidated by a follow-on task force and the resulting Installation Principles will be implemented in a pilot mode during 2005.

DANTES Contact Information

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6490 SAUFLEY FIELD ROAD
PENSACOLA, FL 32509-5243
<http://www.dantes.doded.mil>

The *DANTES Information Bulletin* is published to inform education personnel about DANTES programs. Send all inquiries and letters to Code 10E (Code 10L for address changes) at the above address. Reproduction in whole or in part is permitted for any purpose of the United States Government, except that copyrighted materials may not be reproduced without written permission from the copyright owner.

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Barry L. Cobb, Ph.D., Director

Lynn Owens, Editor

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Web Site	1047	1322	dantes_webmaster@voled.doded.mil
European Advisor	011-49-6202-80-6008		dantes@hq.hqusareur.army.mil
Far East Advisor	011-822-7915-5581		fareast@voled.doded.mil
Troops to Teachers	1320	1096	ttt@voled.doded.mil
Education Support Dept.	1732	1162	
Military Evaluations/SOC/MIVER	1732	1162	high-edu@voled.doded.mil
WW Symposium/ACME	1732	1162	training@voled.doded.mil
Training	1884	1162	training@voled.doded.mil
Counseling	1389	1588	counseling@voled.doded.mil
Reference Publications	1763	1588	refpubs@voled.doded.mil
Military Counselor Network	1763	1588	mcnet_admin@voled.doded.mil
DANTES Publications/ <i>DIB</i>	1132	1158	pubs@voled.doded.mil
Education Programs Dept.	1360	1005	
Examinations	1063	1160	exams@voled.doded.mil
Distance Learning	1085	1005	dstlearn@voled.doded.mil
Tuition Assistance	1085	1161	tahelp@voled.doded.mil
Certification	1360	1005	certprog@voled.doded.mil
Distribution Center	1082	1140	dist@voled.doded.mil